

- The civil servant on the basis of annual performance appraisal together with the HRM service prepares an individual programme for enhancement of his/her professional competency level that should be agreed by the direct supervisor of the civil servant and approved by the head of a stand-alone structural unit where he works
- envisages training, retraining, professional development and probation can be included

INDIVIDUAL PROGRAMME FOR ENHANCEMENT OF PROFESSIONAL COMPETENCY LEVEL

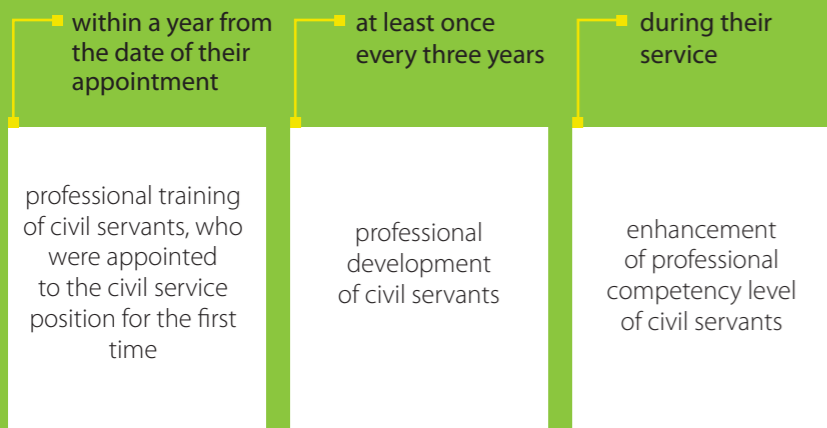
- The needs for professional training of civil servants shall be determined by their direct supervisor and the HRM service of the government agency following the results of their performance appraisal
- Professional training is carried out in the form of special courses, topical workshops, training, traineeship etc

PROFESSIONAL TRAINING

- Traineeship can be held outside the job for a period from one to six months in other civil service position in another government agency or abroad
- during the period of traineeship the position and salary of the civil servant should be retained.

TRAINEESHIP

**SPECIAL CONDITIONS SHOULD BE PROVIDED FOR THE CIVIL SERVANTS IN ORDER TO ENHANCE THEIR PROFESSIONAL COMPETENCY LEVEL THROUGH ORGANIZING PROFESSIONAL TRAINING WHICH IS CONDUCTED CONSTANTLY**



FINANCING OF PROFESSIONAL TRAINING

- covered by the state, local budgets and other sources of budgeting
- the head of civil service within the limits of expenses provided for maintenance of a respective government authority should ensure organisation of civil servants' professional training, professional development of civil servants at workplace or in other institutions (organizations) and also should have the right, according to the law, to procure services required for organizing professional development of civil servants at enterprises, institutions and organizations irrespective of their form of ownership as well as form private persons

TRAINING

obtaining a Master's degree with the speciality "Public management and Administration" of the branch of Knowledge "Management and Administration", including Master's degree gained and practical experience acquired according to another speciality, as well as studying for gaining research degree, doctoral candidacy, other educational establishments or scientific institutions according with the speciality, aimed at realization of professional activity in the civil service

SPECIALIZATY

field-specific, specialized training aimed at acquiring the ability of the civil servant to fulfill separate tasks and perform duties, that have peculiarities within the framework of the speciality

RETRAINING

professional training aimed at mastering another profession by the civil servants, who received initial training

PROFESSIONAL DEVELOPMENT

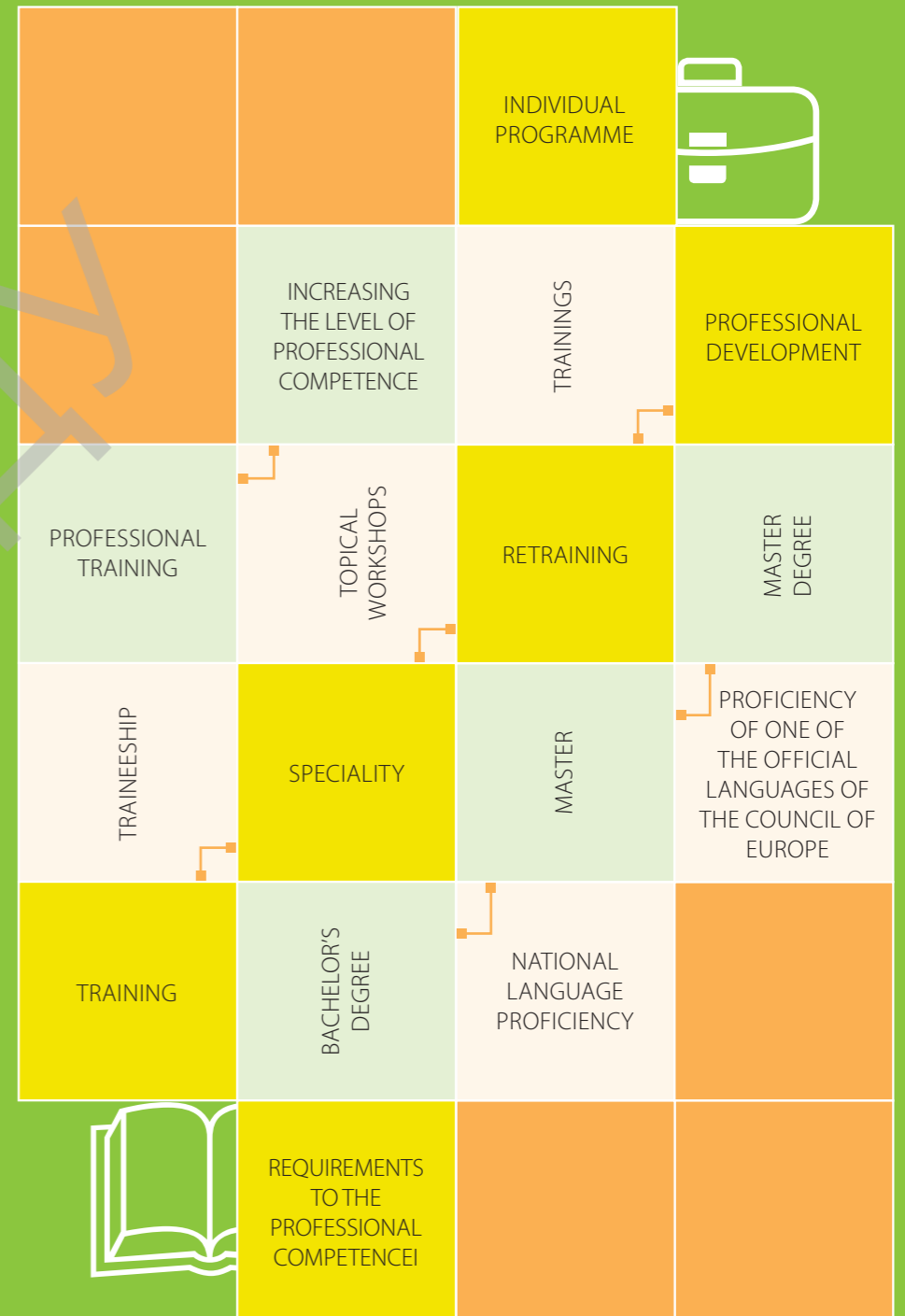
training aimed at updating and acquiring of proficiency, knowledge and skills as well as ability to fulfill tasks and perform duties, required for realization of professional activity in the civil service

PROFESSIONAL COMPETENCE

ability of the person within the framework of authorities defined by the position to use / implement special knowledge, abilities and skills, to express appropriate moral and professional qualities to properly perform assigned tasks and responsibilities, training, professional and personal development

PROFESSIONAL TRAINING

acquisition and improvement of professional knowledge, abilities and skills, providing an appropriate level of professional training of civil servants for his / her career



**ORGANIZATION OF ENHANCEMENT OF PROFESSIONAL COMPETENCY LEVEL OF CIVIL SERVANTS IN UKRAINE**

NATIONAL AGENCY OF UKRAINE ON CIVIL SERVICE

CENTER FOR ADAPTATION OF THE CIVIL SERVICE TO THE STANDARDS OF THE EUROPEAN UNION

